

CONFIDENTIAL

Security Information

2 December 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 96-53

SUBJECT: Referral of Matters to the Inspector General.

1. A memorandum has been received from the Inspector General indicating that within the past months there have been several instances in which representatives of the Personnel Office have advised employees to proceed directly to the Office of the Inspector General with their problems. The Inspector General has further indicated that this procedure is not in the best interests of the employee, the Agency, or of his office. Accordingly, this practice will be discontinued, and the procedure set forth below complied with in those cases warranting referral to the Office of the Inspector General.

2. If the Employee Relations Officer, or other Personnel Office member interviewing an Agency employee having a problem or complaint, cannot satisfy the individual, or if the individual feels he must state his case personally to the Inspector General, the employee will be advised to telephone extension 466 and state that he desires an appointment with someone in that office. It should be made clear to such individuals that the Office of the Inspector General desires to conduct its business on an "appointment" basis only and that they should not go to that office until an appointment has been made in the manner indicated.

3. In such a case, the Personnel Office staff member concerned will take immediate action to prepare for transmittal to the Inspector General by the Personnel Director a memorandum (with information copy for the DD/A) stating the facts in the matter, the results of any investigation undertaken by the Personnel Office and, if appropriate, a recommendation representing the viewpoint of the Personnel Office. The official personnel folder must be attached to this memorandum, which will be brought to the Personnel Director on a priority basis for transmittal to the Inspector General.

4. If a particular case is deemed to be of sufficient urgency, the Personnel Office staff member handling the matter will advise the Personnel Director by telephone prior to the preparation of the memorandum referred to above to permit, if appropriate, the Personnel Director to give immediate advice by telephone to the Inspector General.


Acting Personnel Director

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